



PLATA DIVISION

ASSOCIATE PERSONNEL ANALYST
KY90/5142 – Exam Code: 8RC03

PROMOTIONAL – STATEWIDE
Continuous Testing



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

EXAMINATION BASE	DEPARTMENTAL FOR: PLATA DIVISION (excluding CDCR employees) California Department of Corrections and Rehabilitation
WHO SHOULD APPLY	COMPETITION LIMITED TO STATE EMPLOYEES Applicants must have a permanent civil service appointment with the Plata Division OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.
HOW TO APPLY	Submit Examination Application (Std. Form 678) <div>By mail with: Plata Division Selection Services Section ATTN: Penny Cascio P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 445-1086</div> or <div>In person with: Plata Division Selection Services Section ATTN: Penny Cascio 501 J Street, Suite 350 Sacramento, CA 95814 (916) 445-1086</div> Applications are also available at the local offices of the Employment Development Department and at State Personnel Board's Web site (www.spb.ca.gov). DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
APPLICATION DEADLINE	Continuous Testing – No application deadline. Applications are accepted on a continuous basis. Testing is considered continuous as examination dates may be set at any time as needs warrant.
SALARY RANGE	As of: JULY 01, 2007 \$4,400 - \$5348
TEST DATE/PERIOD	Test dates are determined by the Department and can be set at any time as needs warrant.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination at the time of filing.
MINIMUM QUALIFICATIONS	Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. <u>Either I</u> In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.) <u>Or II</u> Experience: Either <ol style="list-style-type: none">Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; orThree years of progressively responsible technical experience in administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management. (One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst Range C.) And Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (In appraising experience, more weight will be given to the breadth of pertinent experience and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

EXAMINATION INFORMATION	EDUCATION & EXPERIENCE - WEIGHTED 100% This examination will consist solely of an evaluation of each candidate's education and experience compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.
ELIGIBLE LIST INFORMATION	A Departmental Promotional list will be established to fill vacancies for Department of Corrections Rehabilitation – Plata Division. The list will be abolished twelve (12) months after establishment, unless the needs of the service and/or conditions of the list warrant a change in this period.
POSITION DESCRIPTION	An Associate Personnel Analyst , under general direction, on the staff of the Personnel Board or in an operating agency performs the more responsible, varied and complex technical work of the State personnel management program; advises and assists operating officials; acts as lead person for other staff personnel; and to do other related work.
VETERANS POINTS/CAREER CREDITS	Veteran's preference points and career credits are not granted in promotional examinations. Positions exist with the Plata Division statewide.

GENERAL INFORMATION

It is the candidate's responsibility to contact the **Plata Division, Selection Services Section at (916) 445-1086** three weeks after the Final Filing Date if he/she has not received a progress notice.

Applications are available at the Department of Corrections and Rehabilitation offices, Plata Division, local offices of the Employment Development Department and can also be downloaded from the State Personnel Board website at www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Plata Division reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT PLATA DIVISION TESTING INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov